

PAY RESEARCH BUREAU

SURVEY ON PART-TIME WORKING IN THE PUBLIC SECTOR

Please read the instructions in the Circular Letter carefully and fill in the relevant parts and/or tick (✓) the boxes of the Questionnaire, as appropriate.

PART I: BASIC DATA

1. Ministry/Department/Organisation:

Civil Service

Parastatal Body

Local Authority

Other Statutory Body

2. Does your Organisation have on its establishment grade(s) currently operating on a part-time basis?

Yes

No

3. If yes, give the following particulars in respect of each grade:

Grade	Establishment size	Monthly Basic Salary	No. of hours of Work (Weekly)
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			
(vii)			
(viii)			
(ix)			
(x)			

4. Specify the different existing Conditions of Service governing employees working on a part-time basis (e.g. Leave Entitlement, End-of-Year Bonus, Benefits on Retirement, etc.) and the relevant legislation/statutory provisions.

(i)

(ii)

(iii)

(iv)

(v)

PART II: INTRODUCTION/EXTENSION OF PART-TIME WORKING ARRANGEMENT

5. Using the criteria laid down in the Circular Letter as guidelines, identify and state the grade(s) currently listed on the establishment of your Organisation which could be filled on a part-time basis.

Grade	Establishment size	Salary Scale (Substantive Grade)	Expected No. of hours of Work (Weekly)
(i)			
(ii)			
(iii)			
(iv)			
(v)			
(vi)			
(vii)			
(viii)			
(ix)			
(x)			

6. Has any Departmental/Consultancy study ever been undertaken on the introduction/extension of part-time working in your Organisation? If in the affirmative, indicate the areas concerned and elaborate on the recommendations and the outcome.

.....

.....

.....

.....

.....

.....

7. Make suggestions, if any, on new Conditions of Service or improvement of existing ones for employees working on a part-time basis.

.....

.....

.....

.....

.....

.....

PART III: GENERAL REMARKS

8. Comments, if any, of the Chief Executive Officer (CEO) of the organization.

.....
.....
.....
.....
.....

Name of officer filling in the Questionnaire:

Grade:

Signature:

Date: